

Edinburgh World Heritage

Membership & Fundraising Officer

Edinburgh World Heritage is looking to appoint a highly motivated, professional and well-organised membership and fundraising professional to this important role within our team.

We are an independent charity with the aim of ensuring the city's World Heritage status is a dynamic force that benefits everyone. Our mission is to connect people to their heritage in everything we do – whether through the conservation of historic buildings, delivering improvements to the public realm, or engaging people directly with the rich heritage of their city through events and membership programmes.

Purpose: Help deliver the mission of Edinburgh World Heritage through the development and implementation of a highly effective membership and fundraising programme

Aims:

1. Support the execution of Edinburgh World Heritage's fundraising strategy
2. Develop and manage the members' programme of activities
3. Lead the implementation of the annual Edinburgh World Heritage fundraising dinner
4. Co-ordinate and administer the corporate and high net worth individual fundraising programme

Reports to: Head of External Relations

Contract: Part-time 21.5 hours per week, 0.6 full-time equivalent for a fixed term of two years. Please note that occasional evening work will be required (6-8 times per year)

Salary: £23,000 pro rata

Annual leave 25 days pro rata

Main responsibilities:

1. Members' programme
 - Grow our membership through the development, promotion and execution of a highly engaging annual programme of events
 - Plan and deliver 6-8 members' events a year including tours, lectures and exclusive events
 - Manage the day-to-day administration of the members' database, including new members and renewals
 - Work with the Communications Officer on newsletters and other communication with members
 - Ensure compliance with our data protection policy

2. Annual fundraising dinner
 - Lead the implementation of the annual Edinburgh World Heritage fundraising dinner
 - Execute all details for the event including venue liaison, catering, entertainment, sponsorship etc.
 - Develop list of 30-40 high value auction items and handle relationship with auction provider
 - Follow-up with table owners and final guest list
 - Attend and service Stewardship Committee meetings, produce minutes and follow-up
 - Own the budget

3. Corporate and high net worth individual fundraising
 - Build and support relationships with key stakeholders to maintain existing and develop new funding sources
 - Develop and maintain a database of corporate and high net worth individual donors
 - Plan and organise events for current and potential corporate donors

Skills & experience

You will have:

- A Higher level qualification or equivalent
- Experience of working in a similar role in a relevant organisation
- Experience of organising events and fundraising activities
- Knowledge of database or customer relationship management (CRM) administration
- Proficiency with Microsoft Office and other software packages

Behaviours & abilities

You will be:

- An excellent communicator, able to engage with a broad range of people and represent the charity externally
- An outstanding administrator, well-organised, with excellent attention to detail
- A good time manager, able to work to deadlines and prioritise
- A person who thrives in a fast-moving and occasionally pressurised environment
- An exceptional problem-solver, able to take initiative
- An effective team player
- Passionate about our work and committed to our vision, mission and values